

No. Q/PF/575/47/2017-I
Government of India
Ministry of External Affairs
(Administration Division)

Jawaharlal Nehru Bhawan,
New Delhi, the 28th April, 2025

Advertisement for engagement of Consultant for External Publicity & Public Diplomacy (XPD)
Division of the Ministry of External Affairs

Applications in the prescribed proforma (as per Annexure I to the advertisement) are invited from eligible candidates for engagement of **01 (One)** Consultant in the Ministry of External Affairs (MEA), New Delhi, as per details given below:

1.	Advertisement no.	:	No. Q/PF/575/47/2017-I dated 28.04.2025
2.	Name of the Position	:	Consultant in XPD Division of MEA, New Delhi
3.	Period of Consultancy	:	01 (one) year The contract can be extended further depending on assessment of performance, mutual willingness and the requirement. The contract may be terminated on one month's notice from either side or on payment of one month's pay in lieu thereof. Unauthorized absence may lead to termination of the engagement.
4.	Nature of Duties	:	<ul style="list-style-type: none">• To look after Public Diplomacy and Public Outreach related activities in XPD Division.• To deal with governments, elements of civil society, NGOs, think-tanks and academia- both within India and abroad on political, economic, social and strategic issues.• To provide inputs to GoI on how our foreign policy is likely to be perceived and the image of India it projects.• Facilitate MEA's engagement with universities and higher education institutions through organisation of Foreign Policy interactions with students and youth across the length and breadth of the country. The work includes liaising with Academic Institutions and retired diplomats.• Looking after MEA's flagship magazine- 'India Perspectives' which provides readers with an insight into India's culture and tradition along with elements of contemporary India.• Organizing 'Bharat Ko Janiye' (BKJ) Quiz and BKJ Yatra.• Creation of e-books, coffee table books on a wide array of subjects.• Publication of other special projects from time to time on MEA's achievements, important visits, Special speeches on India's Foreign Policy and other such topics.

			<ul style="list-style-type: none"> • Special Commissioning/curating of hand-crafted momentos/souvenirs/gifts for important events/occassions. • Facilitate outreach programme of MEA's engagement with students where diplomats visit their alma mater or prominent institutions in their city/state during leave for better youth engagement. • Commissioning of special articles authored by eminent experts and retired India diplomats on various themes for dissemination by India Missions/Posts abroad through publication of special supplements in foreign newspapers/journals/magazines. • Any other tasks assigned by Head of the Division. • To assist officers of XPD Division in various issues.
4.	Job Location	:	<ul style="list-style-type: none"> • Ministry of External Affairs (South Block/Jawaharlal Nehru Bhawan/Sushma Swaraj Bhawan/Shastri Bhawan/Patiala House/ISIL Building/Akbar Bhawan), New Delhi.
5.	Qualifications/ Essential Criteria	:	<ul style="list-style-type: none"> • The applicant should only be an Indian national. • The applicant should be a Graduate/ Post Graduate from a recognized university in India or abroad. • Doctoral scholarship with research in relevant domains will be an additional qualification. • The applicant should be in the age group of 25-50 years as on the last date of submission of application. • For retired Government of India servant, applicant should have retired at a minimum pay level of Under Secretary and should not be more than 62 years as on last date of submission of application.
6.	Desirable Qualifications		<ul style="list-style-type: none"> • The applicant should have experience in reputed academic institutions, think-tanks or research organisations in the area of Public Relations. • The applicant should have wide-ranging experience in writing and presentation skills. • Previous work experience in this Ministry/other Ministries/Govt. Institutions.
7.	Remuneration & Entitlements	:	<ul style="list-style-type: none"> • The remuneration package will be commensurate with the experience and profile of the selected candidate, subject to a maximum of Rs.10 lakh per annum and deduction of applicable taxes. The amount of consultancy fee so fixed shall remain unchanged during the term of engagement. • For retired Government of India servants, remuneration will be regulated as per prevailing Government of India norms. • The engagement will be strictly contractual and will not

			<p>confer any other benefits to the selected candidates.</p> <ul style="list-style-type: none"> • The consultant shall not be entitled to any benefit like Provident Fund, Pension, Gratuity, Medical Attendance Treatment, Seniority, Promotion etc. or any other benefits available to the regular employees of the Ministry. • No HRA shall be admissible. • The engagement of the Consultant is on full time basis. Normal working hours will be from 0900 to 1730 hrs. Working hours is subject to change from time to time. Saturdays/Sundays will remain closed as weekend off. In exigencies, he/she may be required to work beyond office hours and/or on holidays. No extra allowance or remuneration for such work is admissible. He/She shall not accept any other professional appointment, paid or otherwise in government or private sector or in any other organization of any kind during the term of engagement with this Ministry. • Paid leave of absence may be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year may not be allowed. Leave cannot be claimed as a matter of right. Leave will not be allowed for more than 10 days at a time. Discretion is reserved to the Head of Division to refuse or revoke leave in the public interest. Leave encashment will not be permissible on unspent leave. Unspent leave will lapse on commencement of notice period. No other leave of any kind shall be admissible to him/her. In case he/she remains absent from duty beyond entitled leave, a proportionate deduction from the consolidated fee as applicable will be made. • In case the Consultant is required to travel as part of his/her duties, the Ministry will take care of his/her travel, accommodation and per-diem costs, as per Ministry's guidelines. • The selected person will be required to enter into a contract with the Ministry in a prescribed format w.e.f. the actual date of engagement as Consultant.
8.	How to apply		<ul style="list-style-type: none"> • The applicants who fulfil the eligibility criteria may submit application indicating their interest in working for the Ministry of External Affairs as per proforma at Annexure I. • Documents / certificates in support of educational qualifications, experience in Govt. service should be attached with the application. • Applications along with supporting documents can be submitted to the Ministry through either of the following modes:

			<ul style="list-style-type: none"> • OFFLINE MODE:- By registered post in an envelope labelled as “Application for the position of Consultant in XPD Division of Ministry of External Affairs”. This is to be sent to the following address. Under Secretary (PF&PG) Ministry of External Affairs, Room No. 4071, Jawaharlal Nehru Bhawan, 23-D, Janpath, New Delhi-110011 • ONLINE MODE:- Through email with the subject clearly mentioning the name of the candidate and the position against which the application is being submitted. The email is to be sent to the following email address: <u>aopfsec@mea.gov.in</u> • Ministry of External Affairs will review the applications and shortlist the candidates for interview / written test. The shortlisted candidates will be intimated by email. • Incomplete application and those received without supporting documents will be summarily rejected. • The date, time and venue of the interview will be conveyed through email at the email address provided by the applicants. • Applicants will have to make their own arrangements to reach the place of interview. • No TA/DA will be payable by the Ministry to Applicants for attending interview. • The decision of the Government regarding selection of candidate will be final.
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The last date for receiving applications is 26th May, 2025 (1730 Hrs). Applications received after the closing date or without the prescribed documents or otherwise found incomplete or not in the prescribed proforma will be rejected and no correspondence shall be entertained in this regard.

ANNEXURE-I

APPLICATION PROFORMA FOR THE POSITION OF CONSULTANT FOR THE XPD DIVISION OF THE MINISTRY OF EXTERNAL AFFAIRS, NEW DELHI (Only for Indian Nationals)

Paste your
passport size
photo here

1. Advertisement no.
with date of advt. :
2. Name of the position :
3. Name :
4. Gender :
5. Nationality :
6. Father's Name :
7. Marital Status :
8. Spouse's Name :
9. Date of Birth :
10. Educational Qualifications :
*(Please enclose supporting documents /
certificates in respect of all the qualifications)*
11. Mobile No. :
12. Email ID :
13. Address for Communication :
14. Details of employment in chronological order, if applicable. *(Please enclose supporting
documents, if space below is insufficient enclose a separate sheet)*

Department/ Institution/ Organisation	Position held	From	To	Emoluments	Nature of duties performed

15. Languages known :

16. Details of courses/ training programmes attended, if any :

17. Details of previous Consultancy, if any :

18. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a CV or separate sheet, if need be.

19. Relevant documents relate to retirement from Government Service (PPO etc.):

20. Remarks, if any :

(Signature of Candidate)
Date: